

INSTRUCTIONS FOR COMPLETING THE JOB HAZARD ANALYSIS FORM

A Job Hazard Analysis (JHA) is an important accident prevention tool that works by finding hazards and eliminating or minimizing them **before** the job is performed, and before they have a chance to become accidents. JHA's can be used for job clarification and hazard awareness, as a guide for a new employee's training, for periodic inspection, as a refresher on jobs that run infrequently as an accident investigation tool and for informing employees of specific job hazards and the protective measures to take.

Setting priorities for doing JHA's depends on the Company's strategy. The following are examples of how to set priorities:

- ◆ Jobs that have a history of many accidents
- ◆ Jobs that have produced disabling injuries
- ◆ Jobs with high potential for disabling injury or death
- ◆ New Jobs with no accident history

Once the priorities have been determined and a job that has been selected to be analysed, ask the following questions?

- ◆ What is the purpose of the job?
- ◆ What has to be done?
- ◆ Who has to do it?
- ◆ What are the activities involved?
- ◆ How are the activities done?
- ◆ When is it done?
- ◆ Where is it done?
- ◆ What are the hazards it presents?

If you are not familiar with a particular job or operation, interview an employee who is. Observing an employee performing the job or "walking through" the operation step by step may provide insight into the potential hazards. Videotaping the job is an effective tool as it allows for no error in documenting the process. It can be re-watched and analysed at a different time prior to completing the JHA form.

There are three parts to performing a Job Hazard Analysis. They are:

Sequence of Basic Job Steps

- ♦ Examining a specific job by breaking it down into a series of steps or tasks, will enable the observer to discover potential hazards the employees may encounter.
- ♦ Each job or operation will consist of a set of steps or tasks. For example, the job might be to move a box from a conveyor in the receiving area to a shelf in the storage room. To determine where a step begins or ends, look for a change of activity, change in direction or movement.
- ♦ Picking up the box from the conveyor and placing it on a hand truck is one step. The next step might be to push the loaded hand truck to the storage area (a change in activity). Moving the boxes from the truck and placing them on the shelf is another step. The final step might be returning the hand truck to the receiving area.
- ♦ Be sure to list **all** the steps needed to perform the job. Some steps may not be performed each time; an example could be checking the casters on the hand truck. However, if that step is generally part of the job it should be listed.

Potential Hazards

- ♦ A hazard is a potential danger. The purpose of the Job Hazard Analysis is to identify **ALL** hazards – both those produced by the environment or conditions and those connected with the job procedure.
- ♦ To identify hazards, ask yourself these questions about each step:
 - ♦ Is there a danger of the employee striking against, being struck by, or otherwise making injurious contact with an object?
 - ♦ Can the employee be caught in, by, or between objects?
 - ♦ Is there a potential for slipping, tripping or falling?
 - ♦ Could the employee suffer strains from pushing, pulling, lifting, bending or twisting?
 - ♦ Is the environment hazardous to safety and/or health (toxic gas, vapour, mists, fumes, dust, heat, or radiation)?
- ♦ Close observation and knowledge of the job is important. Examine each step carefully to find and identify hazards – the actions, conditions, and possibilities that could lead to an accident. Compiling an accurate and complete list of potential hazards will allow you to develop the recommended safe job procedures needed to prevent accidents.

Recommended Action or Procedure

- ♦ Using the first two columns as a guide, decide what actions or procedures are necessary to eliminate or minimize the hazards that could lead to an accident, injury or occupational illness.
- ♦ Begin by trying to: 1) engineer the hazard out; 2) provide guards, safety devices, etc.; 3) provide personal protective equipment; 4) provide job instructions training; 5) maintain good housekeeping; 6) ensure good ergonomics (positioning the person in relation to the machine or other elements in such a way to improve safety)
- ♦ List the recommended safe operating procedures. Begin with an action word. Say exactly what needs to be done to correct the hazard, such as, “lift using your leg muscle” Avoid general statements such as “be careful”.
- ♦ List the required or recommended personal protective equipment necessary to perform each step of the job.
- ♦ Give a recommended action or procedure for each hazard.
- ♦ Serious hazards should be corrected immediately. The JHA should then be changed to reflect the new conditions.
- ♦ Finally, review your input on all three columns for accuracy and completeness. Determine if the recommended actions or procedures have been put in place. Re-evaluate the Job Hazard Analysis as necessary.

